



CHRIS Training Workflow Instructions for Employees

CHRIS Training Workflow allows employees to electronically request and route training requests and for managers to electronically approve training actions online. The following information outlines the basic steps that must be taken to approve training actions.

Logging On:

1. Log on to Employee Self Service (ESS) at <https://mis.doe.gov/ess>.
2. Click the CHRIS/PeopleSoft menu item or the Training menu item. Select the first item on the list to open the Connect to CHRIS Screen.
3. Click the Connect to CHRIS button and the Main CHRIS Workflow screen should be displayed.

Setting Up an Employee Training Workflow Profile:

1. In the blue menu box on the left follow the path [CHRIS Workflow > Training > Setup > Empl Training Workflow Profile](#).
2. If there is no approver listed in step 1 or the name shown is incorrect, then click on the magnifying glass under the "Approver" column.
3. Enter all or part of the approver's last name in the "Last Name" field and click the "Lookup" button. All approvers with that last name will appear.
4. Click the appropriate approver's name. This will populate the Approver field.
5. Continue steps 2 through 3 to complete each role in the Approver profile until you have completed your Profile.

Note: In order for requests to be routed properly, all steps must either have a name next to them or the "Skip" box must be checked. If your organization is serviced by the Enterprise Training Services Division steps 4 and 5 will most likely be filled in for you. If they are not, do the following...

6. Click the "ETS Override" box. This will grey out steps 1 to 3 and leave steps 4 and 5 active. Follow the steps above to select your Step 4 and 5 approvers.
7. Click the "Save" button.

Initiating a Training Request:

1. Navigate to Employee Training Request by clicking on [CHRIS Workflow > Training > Training Requests > Create/Modify Training Request](#).
2. If you have previous Workflow requests in your record, click on "Create Request". If this is the first record you are creating a blank request form will be displayed.
3. Complete the Training Request online by filling out all the necessary fields on the "Training Request" and "Approval Routing" screens. If you feel like you need more assistance you can use the Training Request Assistant by clicking the "Enter Assistant" button.

Things to be aware of:

- a. Attendance field will default to "Request."
 - b. For an internal course:
 - 1) If you know the course code and session number enter them. If you need to look them up, click on the "DOE Class" button;
 - 2) Click on the "Refresh" button and use the blue column headings to order the list by date, location, etc. or go to the "Edit" menu and select "Find on this page" and type in all or part of the course title, course code, etc.
 - 3) When you locate the class you want, click on the box to the left of the class.
 - 4) Scroll to the bottom of the page and click on the "OK" button. The course info will be added to your request.
 - c. For an external course, provide the Course Title, Begin/End Dates, Training Reason, Objectives, Vendor information, costs (including estimated associated travel costs), and other pertinent information.
 - d. **You CAN NOT SAVE a partial request.** Fill out the request (both tabs) and then click "Save". This will send an email to your first approver alerting them that there is a request waiting for their approval.
4. If you need to change the approval routing on a request because one of your approvers is away from the office you can do that by following the steps for setting up your profile. Because you are doing this on the request it will not change your profile.
 5. Click on the "Sign Out" button to exit the system.
 6. You will receive an e-mail when your training has been approved or disapproved and another when you have been enrolled.

Where You Can Get Help:

**Access problems with your CHRIS Workflow user ID or password should be sent via e-mail to: chrissecurity@netl.doe.gov.

**Contact your ETS Training Consultant or Organization Training Office concerning procedures and general operational assistance.